

**City of Lowell**  
**Job Description**  
**Please Post: February 28, 2019**  
**Deadline: March 14, 2019**  
**Department of Planning & Development**  
**Neighborhood Planner**

Job Title: **Neighborhood Planner (2700-61, 2614)**  
Department: Department of Planning & Development  
Reports To: Senior Planner  
FLSA Status: Non-exempt  
Union Status: AFSCME - LOCAL 2532  
Salary: \$54,676.44 (min) \$58,812.52 (max) Annually ~ 35 Hour work week.

**SUMMARY**

The neighborhood planner is responsible for coordinating, managing, and implementing neighborhood and sustainability plans and related initiative, consistent with the City of Lowell's Comprehensive Master Plan. Working with other members of the DPD Development Services Staff, this position will help to ensure the integration of these plans and their implementation steps with the review and permitting of development projects in the City.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Participates in the development and preparation of policies, goals, neighborhood plans, topical studies, grant applications and other planning efforts to support the implementation of Lowell's Comprehensive Master Plan.

Prepares maps, images, charts and other graphics in support of various planning projects, using assorted GIS and graphic design software packages.

Serves as project manager for neighborhood and sustainability planning and plan implementation projects.

Develops short and long-range strategies to enhance the quality of life in Lowell's neighborhoods. Works closely with the Coordinator of Neighborhood Services and others to determine and respond to the planning needs in the neighborhoods.

Assembles and analyzes census, land use, development and historical data as a basis for neighborhood planning.

Organizes and advertises public meetings and conducts other public outreach/participation efforts associated with planning projects.

Administers, seeks, and implements State and Federal grant programs related to neighborhood and

sustainability planning initiatives.

Completes special projects as assigned .

Provides staff support and advice to the Green Building Commission.

May represent the City at City Council meetings, land-use board meetings and neighborhood group meetings. Attendance at night and weekend meetings may be required.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in Urban Planning, Public Administration, Political Science or related field from a four-year college or university is required. Three to four years of related experience and/or a Master's degree in Urban Planning preferred. Grant writing preferred. Experience with graphic design, modeling, drafting, publication, lay-out software and a visualization technique is preferred. Knowledge of Geographic Information Systems (GIS) is required. Project management experience is a plus. The applicant must understand the theory, principles, standards and practices of urban planning, traditional neighborhood design, and the tools and techniques for creating and sustaining vibrant urban neighborhoods. The applicant must also have experience building consensus and developing independent programs and policies in a fast paced environment.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Strong communication skills and the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must

occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen, CORI post offer.

*Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM on the Deadline: March 14, 2019. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)*

**EOE/AA/504 Employer**